

Guidelines for Development of a Home Health Agency for State Licensure

1. Appoint Governing Body.
2. Form group of professional advisory personnel - at least one (1) practicing physician and one (1) registered nurse and appropriate representation from other professional disciplines. Develop policies and bylaws for group defining authority and responsibilities. Evidence of this group's involvement in the development of the agency is required.
3. Select qualified administrator. Send qualifications with policy manual.
4. Select supervising R.N. and personnel for other services and establish personnel records for each (including administrator.)
5. Develop organizational structure and chart.
6. Develop bylaws, policies, budget, and procedure manuals.
7. Develop job descriptions, personnel policies, contracts for services such as physical therapists (P.T.) or speech therapists (S.T.), etc.
8. Orientation plan for all personnel.
9. Inservice plan for all personnel.
10. Develop patient medical record system.
11. Obtain governing body written approval of all aspects of agency orientation.
12. Request telephone consultation from state agency as needed prior to licensure survey.
- 13. File application papers along with \$600 fee and policy manual to the Missouri Department of Health and Senior Services, Bureau of Home Care and Rehabilitative Standards. Approval of policy manual by state survey agency must be obtained prior to developing a caseload.**
14. After manual approval, permission is given to begin seeing patients whose records will be reviewed during the licensure survey.
15. Licensure survey will be made when agency is operational and has admitted 5 patients. This on-site survey is unannounced by state requirements.